

# Memorandum

To: Panel Members Date: December 19, 2002

From: Charles Rufo, Manager Analyst: J. Daunt  
Peter DeMauro, General Counsel

Subject: One-Step Agreement for **Community Business School LLC (HUA)**  
(communitybusinessschool.com)

## **CONTRACTOR:**

- Multiple Employer: Training Agency
- Training Project Profile: Job Creation: Training of Unemployed Workers;  
Training in High Unemployment Areas of California
- Legislative Priorities: Displaced/Potentially displaced workers
- Type of Industry: Various Industries
- Repeat Contractor: Yes
- Union Representation: No
- Name and Local Number of Union  
representing workers to be Trained: N/A

## **CONTRACT:**

- Program Costs: \$810,000
- Substantial Contribution: \$0
- Multiple Employer Support (8%) \$51,750
- Total ETP Funding: \$861,750
- In-Kind Contribution: \$575,418
- Maximum Contractor Charge: N/A per trainee
- Reimbursement Method: Fixed-Fee
- County(ies) Served: Stanislaus, Merced, San Joaquin, Tuolumne
- Duration of Agreement: 24 months

**SUBCONTRACTORS:** None.

**THIRD PARTY SERVICES:** None.

**PRIOR PROJECTS:**

The following are completed project statistics for ETP Agreements with this Contractor within the last five years:

Agreement No.	Location (City)	Term	Agreement Amount	Amount Earned	% Earned
ET8-0631	Modesto	12/31/1997-12/30/1999	\$758,418	\$534,378	70.5%
ET00-0113	Modesto	08/02/1999-08/01/2001	\$861,750	\$723,870	84.0%

**ACTIVE PROJECTS:**

The following are current project statistics:

Agreement No.	Term	Agreement Amount	Number To be Retained	Number Enrolled	Number Completed Training	Number Hired (Complete for new hires only)	Number retained for 90 days
ET01-0169	4/2/2001-4/1/2003	\$509,700	175	185	170	115	68

Comments: Based on current progress, the Contractor expects between 150 and 175 trainees to complete training and be retained in full-time employment, for a completion rate between 85 and 100 percent.

**NARRATIVE:**

This will be the fourth ETP Agreement with Community Business School LLC.

Community Business School LLC is eligible for ETP funding under Title 22, California Code of Regulations, Sections 4400(z) and 4426, as a training facility, providing new hire training, that has been in business for two years or more, with an approval to operate provided by the Bureau of Private Postsecondary and Vocational Education and a history of new hire placements.

Established in early 1995, Community Business School LLC is a private, postsecondary and vocational training facility providing occupational skills to individuals seeking new or enhanced employment. Its sole training site is in Modesto. Prior to opening the school, the founders conducted a survey of local businesses in the Modesto area to determine the training needs of the region. The school maintains this relationship with regional employers as it continually updates training curricula.

Based on information from employers, Community Business School (CBS) has determined that there is a high demand for specialized employees, especially in computer fields. Community Business School is proposing to train 150 unemployed individuals in a 360-hour menu curriculum and place them as full-time year-round workers in stable employment. The breakdown of the training is as follows:

**Medical Front Office Specialty Training:** Approximately one-third of the trainees in Job 1 will receive Medical Front Office Specialty training, which is comprised of interwoven Business Skills, Computer

**NARRATIVE:** (continued)

Skills and Continuous Improvement training. Modesto is the county seat of Stanislaus County and as such is the home of some of its largest hospitals. Around these hospitals has grown an extensive network of doctors' offices and medical clinics, which has expanded in recent years. The need for more individuals trained as Medical Front Office Specialists is consequently growing.

**Computer Technician Specialty Training:** Approximately one-third of the trainees in Job 1 will receive Computer Technician Specialty training, which is comprised of Business Skills, Computer Skills and Continuous Improvement training to meet the growing need for employees skilled in both computer applications and customer service. CBS has found that many businesses have a need for someone who can fix the technology when it breaks and can help the business grow. CBS will provide the training to meet the need for increasing numbers of Computer Technician Specialists.

**Technical Accounting Specialties Training:** Approximately one-third of the trainees in Job 1 will receive Small Business Bookkeeping training, which is comprised of interwoven Business Skills, Computer Skills, and Continuous Improvement training to meet the growing need for employees skilled in both bookkeeping and customer service. Small businesses need a single full-time worker who is able to serve as a part-time in-house bookkeeper and perform a number of additional specific work assignments that will enable the employer to function more productively and provide improved customer service. For this reason, training for this occupation contains enough depth to allow workers to be provided with occupational skills that will most benefit local employers.

Each trainee will receive 360 hours of class/lab training in only one of the three training courses. In terms of occupations, trainees receiving Medical Front Office Specialty Training will be placed as Medical Workplace Specialists or Medical Claims Billers; trainees receiving Computer Technician Specialty Training will be placed as Computer Hardware/Software Technicians or Operating Systems Analysts; trainees receiving Technical Accounting Specialties Training will be placed as Accounting Specialists or Inventory Control Managers.

### **Multiple Employer Contractor Certification**

**Eligibility of Participating Employers:** The core group of employers are ETP eligible as California businesses which pay premiums to the California Unemployment Insurance Funds administered by the Employment Development Department (EDD). They are thus eligible to hire new hire trainees who have been trained in an ETP-funded training program.

#### **Method of Assessing Training Needs; Employer Participation in Development of Training**

**Curricula:** The school director has visited many businesses in the Stanislaus County area to survey their requirements and to learn what skills are most lacking in new workers. On an ongoing basis, the school asks for feedback from its employer community in a continuing effort to determine how the curriculum can be tailored to meet specific needs. New employers are invited to visit the school to identify the specific software utilized in their companies so it can be incorporated into the curriculum. In addition, as part of the Accrediting Commission of Career Schools and Colleges of Technology's requirements, the school employs the use of an advisory committee to meet on a periodic basis to review and refine the curriculum, equipment, environment and other aspects of the school's mission. The membership of this advisory committee is predominantly business people and business owners.

**Method Used to Ensure Continuous Employer Feedback:** In order to understand how the graduates are performing in their new jobs and to seek continuous improvement in its curricula, CBS uses the following process to obtain feedback from its employers:

**NARRATIVE:** (continued)

- Employers are surveyed regarding the quality and content of the training after graduates have completed their retention periods;
- As the school contacts employers in pursuit of job placements, inquiries are made as to the skill level required and how current employees are meeting those needs;
- Placement staff interview prospective employers to find out what skills they are looking for in a new worker.

**Employer Demand**

Based on Community Business School's experience in prior projects, and on feedback from participating employers, businesses of all sizes are increasingly seeking new employees who can perform a spectrum of computer-related tasks and who possess a high degree of computer literacy. Based on current needs, local area employers place a high priority on customer service skills and continuous improvement skills in addition to computer skills. Future needs focus on adapting current computer processing assets such as hardware and software into more useful environments and functions, maximizing their potential. These are aspects included in this project.

In addition, Community Business School Officials report that a significant trend in the employer needs assessment was the desire by managers and owners to see more retention by newly hired employees of the knowledge gained through training. This accounts, in part, for the increased costs due to increased training hours associated with each trainee in this proposal.

**Justification of High Cost**

ETP policy requires that when the requested cost per trainee is more than double the ETP average cost per trainee, which amounts to \$2,630, a Multiple-Employer Contractor must justify the high cost per trainee.

In the previous Agreement (ET01-0169), Community Business School initially included a curriculum of 189 training hours, which amounted to less than double the ETP average cost per trainee at that time. The 189-hour program was designed to train more skilled unemployed individuals who reached a minimum acceptable skill level. However, from the experience gained under that training Agreement, CBS officials have determined that more training hours are required to adequately train those unemployed with minimal job skills. Thus, the depth and breadth of the knowledge required to hold the jobs for which trainees will be prepared under the current proposal, requires more intensive preparation and more time. In short, because the training has been customized to meet employer demand, the length of training must be increased.

In this proposal, CBS will include more extensive training within the categories previously approved by ETP. Additionally, CBS has included new training modules titled "Overview" and "Internet Capabilities and Procedures" within the training of the three specialties (Medical Front Office; Computer Technician, and Technical Accounting). Specific topics include HMO (Health Maintenance Organizations) and PPO (Personal Physician Organization) environments, history and overview of the World Wide Web, e-mail communications, and web page development.

The trainees with whom the school has traditionally worked oftentimes have not had a formal education, work experience and/or training in the skills that area employers need. Employers in the southern Central Valley of California traditionally pay new workers significantly less than the ETP-required new-hire hourly wage of \$8.98. However, because they will have received additional hours of training in a 360-hour program, ETP-funded trainees will receive an initial hourly wage of \$8.98 or more. CBS contends this is a good wage in an area of the state with a significantly higher unemployment rate than the statewide rate.

**NARRATIVE:** (continued)

**Supplemental Nature of Training**

Among the core group of participating employers, current training consists of training in general safety, policies and procedures, and new employee orientation. The training contained in this training proposal differs significantly.

Approximately 92 percent of the core group of participating employers (11 out of 12) are small businesses with 100 or fewer employees worldwide. Approximately 75 percent (9 out of 12) are small businesses with 50 or fewer employees worldwide. The resources of these businesses are limited. They are not in a position to provide the level of training that is included in this proposal to any of their employees.

Because the core participating employers have not provided this training in the past and are unable to provide it on their own, the training included in this proposal supplements rather than displaces current training done by the employers and, in the case of each of the participating employers, the training would not occur in the form or manner described in this application without funds from the ETP.

**In-Kind Contribution**

After completion of training and during the 90-day retention period, participating employers will provide additional training. The estimated in-kind contribution is \$16,968 (12 employers x \$1,414 per trainee) for total wages paid to these employees during the employment retention period. Additionally, costs of \$17,400 (12 employers x \$1,450 per trainee) are estimated for company employees performing on-site training; and ongoing training assessments, including literacy.

Community Business School will also provide additional instructional classes, which are not included in the 360-hour training plan. The types of training to be provided will be in two general areas: 1) skills and techniques that ETP does not ordinarily fund, such as interviewing techniques, personal hygiene, stress management, anger management, etc., and 2) additional hours (for the purpose of review) in the skills contained in the curriculum: Business Skills, Computer Skills, and Continuous Improvement. School officials estimate that additional training time, plus associated costs, will equal \$10.02 per ETP-funded training-hour. For the 360 hours in the training plan, the estimated in-kind contribution per trainee is \$3,607. For the 150 trainees that the school expects to train, the in-kind contribution is estimated at \$541,050.

The grand total of estimated CBS and employer contributions for this project is \$575,418 (\$16,968 + \$17,400 + \$541,050).

**COMMENTS:**

**Training in High Unemployment Areas**

Community Business School officials state that even though the project (in a high unemployment area) may be eligible for a waiver of the ETP minimum new hire wage, such a request is not part of the application. School officials state that they are confident that the trainees can be placed at the rate of \$8.98 per hour (including health/dental/vision benefits). Trainees for this project are expected to come from four California counties: Merced, San Joaquin, Tuolumne, and Stanislaus. Of these, three are areas of high unemployment, with unemployment rates 25 or more percent higher than the statewide rate. According to October 2002 Employment Development Department (EDD) figures, the three counties and their county-wide unemployment rates are, respectively: Merced, 11.1 percent; San Joaquin, 8.5 percent; and, Stanislaus, 10.3 percent. The statewide rate is 6.2 percent.

**PROPOSED ACTION:**

Staff recommends approval of this One-Step Agreement if funding is available and the project meets Panel priorities. Under Community Business School's proposal, as many as 150 unemployed individuals will receive training in skills that will allow them to re-enter the workforce in specialized occupations with enhanced job security and long-term career potential.

**TRAINING PLAN:**

<b>Job # / Trainee Type</b>	<b>Types of Training</b>	<b>No. Retain</b>	<b>No. Class/Lab Videocnf. Hrs</b>	<b>No. CBT Hrs</b>	<b>No. SOST Hrs.</b>	<b>Cost per Trainee</b>	<b>Hourly Wage after 90 days</b>
1 / New Hire	Business Skills Computer Skills Continuous Improvement	150	360	0	0	\$5,745	* \$8.98- \$13.00
					<b><u>Range of Hourly Wages</u></b> * \$8.98-\$13.00		
					<b><u>Prevalent Hourly Wage</u></b> * \$8.98		
					<b><u>Average Cost per Trainee</u></b> \$5,141		
<b><u>Health Benefit used to meet ETP minimum wage:</u></b> * Health, dental, and vision benefits vary by participating employer and may be added to trainee wages to satisfy the ETP minimum hourly wage for new hires of \$8.98 for Stanislaus, Merced, San Joaquin, and Tuolumne Counties.					<b><u>Turnover Rate</u></b> 20%	<b><u>% of Mgrs &amp; Supervisors to be trained:</u></b> N/A	

# Community Business School LLC

## Curriculum

Each trainee will receive one of the following three courses.

### **I. Medical Front Office Specialty Training**

*(Business Skills and Continuous Improvement combined with applicable Computer Skills modules)*

Job 1 – 360 hours

#### A. Overview – Medical/Health Industries

1. HMO (Health Maintenance Organization) environments
2. PPO (Personal Physician Organization) environments
3. The changing medical office
4. Medical terminology

#### B. The Computerized Medical Office

1. Calendaring
2. Appointment setting
3. Maintain hospital rounds reports
4. Generating schedules
5. Flow of information in a medical office
6. Electronic data interchange
7. Electronic medical records

#### C. Building a Patient File

1. New patient entry and account maintenance
2. Guarantor information

#### D. Payables and receivables

1. Billing routines
2. Posting payments and adjustments
3. Patient billing
4. Aging of accounts
5. Reporting information
6. Insurance payments

#### E. Posting Entries

1. Posting entries and ailment details
2. Printing daily reports
3. Advancing the date in the computerized journal
4. Editing prior entries

#### F. Advanced Medical terminology

1. Latin roots of terminology
2. Most commonly used terms
3. Researching new terms

#### G. Applications and Principles of OLE (Object Linking and Embedding)



1. Definition of OLE
2. Usage of OLE
3. Integration of software
4. Managing temporary files
5. Multitasking and associated principles

#### H. Software Associated with OLE

1. Origins of OLE
2. Needs for OLE capabilities
3. Integration techniques
4. Embedding and placing objects
5. Editing embedded objects

#### I. Tables and Cross-Program Data Integration

1. Developing table indexes
2. Integrating data from one software package to another
3. Linked data vs. non-linked data
4. Link files
5. Edit a linked object
6. Updating links

#### J. Hyperlinks and OLE through networks

1. Creating and understanding hyperlinks
2. Editing hyperlinks
3. Activating hyperlinks
4. Capturing and analyzing hyperlinks
5. Converting hyperlinks into active buttons
6. Converting active text into hyperlinks

#### K. Data Base Table Usage and Development

1. Table creation
2. Field manipulation
3. Data types and limitations
4. Query generation
5. Query manipulation
6. Simple sorts vs. compound sorts
7. Boolean sorts

#### L. Database Linkage

1. Setting sub datasheets
2. Enforcing referential integrity of data
3. Entering wildcards
4. Using wildcards
5. Filtering record subsets

M. Report Generation and Editing

1. Tabulation of data
2. Truncating fields
3. Combining fields
4. Statistical analysis of data
5. Setting filters for reports
6. Formatting of reports

N. Data Development

1. Data collection
2. Database Optimization
3. Using checksums and other standards
4. Data access pages

O. Customer Service In the 21<sup>st</sup> Century

1. Resolving customer conflicts
2. Improving client/business relations
3. Communications skills training
4. Employer/employee relationship building
5. Telephone skills and managing multiple lines

P. Internet Capabilities and Procedures

1. History and overview of the World Wide Web
2. Concept of the Internet's core servers
3. Capabilities and use of Internet Explorer Version 5.5 (IE5.5) Browser
4. Manipulation of search engines needed for day-to-day business applications
5. E-mail communications
6. Web page development

## **II. Computer Technician Specialty Training**

(*Business Skills* and *Continuous Improvement* combined with applicable *Computer Skills* modules)

Job 1 – 360 hours

### **A. Overview**

1. Computer systems development and history
2. Types of platforms
3. Electronic and computational theory

### **B. Systems Analyses**

1. Computer hardware for analysis
2. Components
3. Requirements

### **C. Computer networking architecture overview**

1. Network types
2. Requirements for various sample networks
3. Engineering networks
4. Troubleshooting
5. Dealing with compatibility issues

### **D. Office automation systems**

1. Management information systems
2. Expert systems
3. End users
4. Using Computer Aided Software Engineering (CASE) tools
5. Reverse engineering

### **E. Examining The Microcomputer**

1. The CPU (Central Processing Unit), and CPU Families
2. Connectors
3. Firmware – Sound and Video Cards
4. Portable computer architecture

### **F. Microprocessors**

1. Historical Chronology
2. External Data Bus
3. Registers & Clock
4. Memory
5. 64-Bit Processing

### **G. Random-Access Memory (RAM)**

1. Specific Historical Overview
2. Dynamic Random-Access Memory (DRAM)
3. Banking

#### H. Power Supplies

1. Connectors
2. Power Supply Accessories
3. Installation and Troubleshooting

#### I. Hard Drives

1. Elements of the hard drive
2. Formatting and Partitions
3. Drive Technology

#### J. Operating Systems

1. Disk Operating System (DOS)
2. Windows (Various Versions)
3. Troubleshooting

#### K. SCSI (Small Computers Systems Interface)

1. Definition, pronunciation and Chains
2. Performance
3. Repair and Troubleshooting

#### L. Modems

1. Transmission & Baud Rates
2. Universal Asynchronous Receiver-Transmitters (UARTs)
3. Installation and Troubleshooting

#### M. Output devices

1. Types of Printers
2. Associated Drivers

#### N. Networks

1. Hardware requirements
2. Software applications
3. Protocols

#### O. A+ Certification Introduction

1. Definition
2. Overview A+ Certification
3. Overview
4. History of development of Exam
5. Requirements
6. How it's used
7. Procedures
8. Structure of the exam
9. Exploration for self improvement

- P. Software diagnosis and installation
  - 1. Selection and installation of software drivers
  - 2. Upgrading systems software
  - 3. F-disk and hard disk preparation
  - 4. Operating system installation
- Q. Hardware diagnosis and problem solving, tools, parts training
  - 1. Managing Data Storage
  - 2. Computer systems assembly
  - 3. Software diagnosis of hardware issues
- R. Operating System Administration
  - 1. Logon processes
  - 2. Operating system installation
  - 3. Operating system patches
- S. Interface devices
  - 1. Input devices
  - 2. Output devices
  - 3. Storage devices
- T. Vocabulary Terms and Usage
  - 1. Acronyms
  - 2. Specialized computer terms
  - 3. Specific titles and applications
- U. Archiving Data
  - 1. Techniques available for archiving
  - 2. Media and software for backups
  - 3. Backing up an entire system
  - 4. Backing up selected data
  - 5. Restoring data from backups
- V. Principles of OLE (Object Linking and Embedding)
  - 1. Definition of OLE
  - 2. Usage of OLE
  - 3. Integration of software
  - 4. Managing temporary files
  - 5. Multitasking and associated principles
- W. Software Associated with OLE
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#### BB. Report Generation and Editing

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4. Statistical analysis of data
5. Setting filters for reports
6. Formatting of reports

#### CC. Data Development

1. Data collection
2. Database Optimization
3. Using checksums and other standards
4. Data access pages

DD. Customer Service In the 21<sup>st</sup> Century

1. Resolving customer conflicts
2. Improving client/business relations
3. Communications skills training
4. Employer/employee relationship building
5. Telephone skills and managing multiple lines

EE. Internet Capabilities and Procedures

1. History and overview of the World Wide Web
2. Concept of the Internet's core servers
3. Capabilities and use of Internet Explorer Version 5.5 (IE5.5) Browser
4. Manipulation of search engines needed for day-to-day business applications
5. E-mail communications
6. Web page development

### **III. Technical Accounting Specialties Training**

(*Business Skills* and *Continuous Improvement* combined with applicable *Computer Skills* modules)

Job 1 – 360 hours

- A. Overview
  - 1. Accounting environments based on company size
  - 2. Qualifications employers demand for bookkeeping
  - 3. Concepts and theory of Generally Accepted Accounting Principles
  - 4. The changing bookkeeping field in the 21<sup>st</sup> Century.
- B. Chart of Accounts
  - 1. Types of accounts and their usage
  - 2. Creating accounts
  - 3. Maintaining accounts
  - 4. Balancing and reconciling accounts
- C. Basic and Advanced GAAP (Generally Accepted Accounting Principles)
  - 1. Vocabulary
  - 2. Double entry bookkeeping
  - 3. Debits and credits
  - 4. Using undeposited funds account
- D. Payroll and Human Resources Needs
  - 1. Setting up a payroll system
  - 2. Annual tax tables
  - 3. Setting up withholding taxes
  - 4. Employer contributions
- E. Report Generation
  - 1. Analyzing data and reports
  - 2. Profit and loss statements
  - 3. Developing balance sheets
  - 4. Reading balance sheets
- F. Data Manipulation
  - 1. Importing data into accounting systems
  - 2. Exporting data from accounting systems
  - 3. Carrying data from one application to another
  - 4. Creating archives
  - 5. Restoring from archives
- G. Principles of OLE (Object Linking and Embedding)
  - 1. Definition of OLE
  - 2. Usage of OLE
  - 3. Integration of software
  - 4. Managing temporary files
  - 5. Multitasking and associated principles
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  - 1. Origins of OLE



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5. E-mail communications
6. Web page development

**Participating Employers in Retrainee/New Hire  
Multiple Employer Contracts**

**Contractor's** Name: Community Business School LLC

CCG No.: ET 03-0226

Reference No: 03-0157

Page 1

PRINT OR TYPE

Company: A & L Products

Address: 1900 Kinser Avenue

City, State, Zip: Modesto, CA 95350

Contact Person/Title: Diana Beceard, CFO

Telephone No.: 209-538-1890

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained or hired under this Agreement: 4

Total # of full-time company employees worldwide: 40

Company: Barton Overhead Door

Address: 1132 N. Carpenter Road

City, State, Zip: Modesto, CA 95351

Contact Person/Title: Marilee Oyler, Bookkeeper

Telephone No.: 209-571-3667

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained or hired under this Agreement: 1

Total # of full-time company employees worldwide: 3

Company: Don's RV of Modesto

Address: 1603 8<sup>th</sup> Street

City, State, Zip: Modesto, CA 95354

Contact Person/Title: Jennie Clark, Human Resources

Telephone No.: 209-521-9993

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained or hired under this Agreement: 6

Total # of full-time company employees worldwide: 23

**Participating Employers in Retrainee/New Hire  
Multiple Employer Contracts**

**Contractor's Name:** Community Business School LLC

**CCG No.:** ET 03-0226

**Reference No:** 03-0157

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PRINT OR TYPE

Company: G. Young & Associates

Address: 4230 Kiernan Avenue, Suite 170

City, State, Zip: Salida, CA 95368

Contact Person/Title: Sarah Howey, Administrator

Telephone No.: 209-545-6180

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained or hired under this Agreement: 6

Total # of full-time company employees worldwide: 23

Company: Garcia Bail Bonds

Address: 809 8<sup>th</sup> Street

City, State, Zip: Modesto, CA 95353

Contact Person/Title: Angela Garcia, Owner

Telephone No.: 209-571-2245

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained or hired under this Agreement: 2

Total # of full-time company employees worldwide: 5

Company: Hispanic Chamber of Commerce

Address: 400 12<sup>th</sup> Street, Suite 2

City, State, Zip: Modesto, CA 95354

Contact Person/Title: Edwardo Morales, Director

Telephone No.: 209-575-2597

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained or hired under this Agreement: 3

Total # of full-time company employees worldwide: 12

**Participating Employers in Retrainee/New Hire  
Multiple Employer Contracts**

**Contractor's Name:** Community Business School LLC

**CCG No.:** ET 03-0226

**Reference No:** 03-0157

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PRINT OR TYPE

Company: Modesto Saw & Knife

Address: 609 "G" Street

City, State, Zip: Modesto, CA 95354

Contact Person/Title: Frank Cantele, Owner

Telephone No.: 209-529-8996

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained or hired under this Agreement: 2

Total # of full-time company employees worldwide: 5

Company: O'Brien's Market

Address: 6331 Oakdale Road

City, State, Zip: Riverbank, CA 95367

Contact Person/Title: Kristi O'Brien, Bookkeeper

Telephone No.: 209-869-9050

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained or hired under this Agreement: 50

Total # of full-time company employees worldwide: 200

Company: Resource Development/REDEV, Inc.

Address: 2020 Standiford Avenue

City, State, Zip: Modesto, CA 95350

Contact Person/Title: Pat Silva, Corporate

Telephone No.: 209-527-7466

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained or hired under this Agreement: 1

Total # of full-time company employees worldwide: 3

**Participating Employers in Retrainee/New Hire  
Multiple Employer Contracts**

**Contractor's** Name: Community Business School LLC

CCG No.: ET 03-0226

Reference No: 03-0157

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PRINT OR TYPE

Company: Solecon Industrial

Address: 1401 McWilliams Way

City, State, Zip: Modesto, CA 95351

Contact Person/Title: Shelly Painter, Office Manager

Telephone No.: 209-572-7390

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained or hired under this Agreement: 10

Total # of full-time company employees worldwide: 65

Company: Tidwell Enterprises

Address: 1454 Lone Palm Avenue #C

City, State, Zip: Modesto, CA 95350

Contact Person/Title: Liz Camara, Office Representative

Telephone No.: 209-521-4550

Collective Bargaining Agreement(s): M/A

Estimated # of employees to be retrained or hired under this Agreement: 25

Total # of full-time company employees worldwide: 60

Company: Valley Comfort Guest Home for Seniors

Address: 2809 LouAnn Drive

City, State, Zip: Modesto, CA 95350

Contact Person/Title: Glenda Gaither

Telephone No.: 209-544-8676

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained or hired under this Agreement: 1

Total # of full-time company employees worldwide: 3

**Participating Employers in Retrainee/New Hire  
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**Contractor's** Name: Community Business School LLC

CCG No.: ET 03-0226

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PRINT OR TYPE

Company:

Address:

City, State, Zip:

Contact Person/Title:

Telephone No.:

Collective Bargaining Agreement(s):

Estimated #of employees to be retrained or hired under this Agreement:

Total # of full-time company employees worldwide:

Company:

Address:

City, State, Zip:

Contact Person/Title:

Telephone No.:

Collective Bargaining Agreement(s):

Estimated # of employees to be retrained or hired under this Agreement:

Total # of full-time company employees worldwide:

Company:

Address:

City, State, Zip:

Contact Person/Title:

Telephone No.:

Collective Bargaining Agreement(s):

Estimated # of employees to be retrained or hired under this Agreement:

Total # of full-time company employees worldwide:

**Participating Employers in Retrainee/New Hire  
Multiple Employer Contracts**

**Contractor's** Name: Community Business School LLC

CCG No.: ET 03-0226

Reference No: 03-0157

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PRINT OR TYPE

Company:

Address:

City, State, Zip:

Contact Person/Title:

Telephone No.:

Collective Bargaining Agreement(s):

Estimated #of employees to be retrained or hired under this Agreement:

Total # of full-time company employees worldwide:

Company:

Address:

City, State, Zip:

Contact Person/Title:

Telephone No.:

Collective Bargaining Agreement(s):

Estimated # of employees to be retrained or hired under this Agreement:

Total # of full-time company employees worldwide:

Company:

Address:

City, State, Zip:

Contact Person/Title:

Telephone No.:

Collective Bargaining Agreement(s):

Estimated # of employees to be retrained or hired under this Agreement:

Total # of full-time company employees worldwide:



**Participating Employers in Retrainee/New Hire  
Multiple Employer Contracts**

**Contractor's** Name: Community Business School LLC

CCG No.: ET 03-0226

Reference No: 03-0157

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PRINT OR TYPE

Company:

Address:

City, State, Zip:

Contact Person/Title:

Telephone No.:

Collective Bargaining Agreement(s):

Estimated #of employees to be retrained or hired under this Agreement:

Total # of full-time company employees worldwide:

Company:

Address:

City, State, Zip:

Contact Person/Title:

Telephone No.:

Collective Bargaining Agreement(s):

Estimated # of employees to be retrained or hired under this Agreement:

Total # of full-time company employees worldwide:

Company:

Address:

City, State, Zip:

Contact Person/Title:

Telephone No.:

Collective Bargaining Agreement(s):

Estimated # of employees to be retrained or hired under this Agreement:

Total # of full-time company employees worldwide: